



Occupational and Business Licensing
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LICENSING REQUIREMENTS DRIVE, DUI AND TRAFFIC SAFETY SCHOOLS COMMUNICATIONS TECHNOLOGY

NAC 483.7146 **"Communications Technology" defined.** "Communication Technology" means any method or component, or both that is used by a licensed school pursuant to NRS 483.700 to 483.780, inclusive, to carry out or facilitate the transmission of information, including, without limitation, the transmission and reception of information by: (a) Systems based on the following technologies: video, wire, cable, microwave, light or optics: and (b) computer data networks, including, without limitation, the Internet or it's successor, if any and intranet services.

1. Application for Business License (form # DS237). Application must be completed in full and signed by a principal of the business. NRS 483.700
2. Personal History Questionnaire completed by each principal or corporate officer of the business. NRS 483.710.1
3. Two full sets of fingerprints for each principal and/or corporate officer, on cards supplied by the Department. Applicants must be fingerprinted by an authorized Occupational and Business Licensing representative or a law enforcement agency. (Some agencies may charge to fingerprint - check with your local agency). NAC 483.752 (1) (DUI and Traffic Safety Schools are excluded from this requirement)
4. Authorization for Release of Information Form signed by each individual being fingerprinted. Release must be notarized or signature witnessed by an authorized DMV representative. NAC 483.752 (2)
5. Child Support Information Form completed and signed by each principal. Corporate officers are not required to submit a completed child support form. NRS 483.722
6. A surety bond in the amount of \$10,000 (DUI and Traffic Safety Schools are excluded from this requirement). NRS 483.710.6
7. The non-refundable license application fee for Drive Schools is \$50, DUI and Traffic Safety is \$250, license fee due annually. NRS 483.780 Fingerprint processing fees are \$45 for each principal listed on the application. (Processing fee are charges accrued by running prints through Nevada Criminal Repository and FBI for background checks). NRS 483.7205 (DUI and Traffic Safety Schools are excluded from this requirement).
8. City or county business license. NAC 483.754 (b)

9. Fictitious Firm Name filing. NAC 483.7605 (f)
10. Copy of Certificate of Incorporation and Corporate filing, annual list of officers from the Nevada Secretary of State's office, if applicable. If business has been incorporated in another state, foreign corporation filing must be submitted with Nevada Secretary of State's office. NAC 483.7605 (f)
11. Established place of business within this state, that is open to the public, not within 200 feet of any building used by the department, as an office and where the records of the school are maintained. NRS 483.710.2 and NAC 483.766
12. The course instruction plan, including copies of detailed training outlines and any teaching aids used by the school, course evaluation and all examinations, which will be administered. NRS 483.725 and NAC 483.778
 - A. Each unit of instruction must contain adequate course content material to satisfy the minimum course training material.
 - B. The system must prevent a student from advancing to the next unit if the required time for the current unit has not been met.
 - C. The system must be able to monitor the actual participation time for each unit and must record and log the date and time the student logs on and off the system.
 - D. The course must include a validation-criteria system to ensure the identity of the student taking the course.
 1. The system must prevent a student who fails the validation criteria by 10% or more from receiving a Certificate of Completion.
 2. Failure of 10% or more of the personal validation must result in the student being prevented from continuing the course.
13. A site inspection will be conducted by an authorized representative of the department. NAC 483.754.3 (1)
14. Copy of student records must be maintained for at least three years, NAC 483.770. Copy of the certificate of completion must be maintained as well, NAC 483.7898.
15. An access code for the department to monitor any communications technology course.

Nevada Revised Statute 483.700 to 483.780
Nevada Administrative Code 483.580 to 483.740

* ADA Public Law 101-336, Title III, Private entities in place of public accommodation.